Undergraduate Assistantships

- Employment [1]

The Undergraduate Assistantship program offers on-campus, paraprofessional employment opportunities for SIUC undergraduate students.

- Students work directly with a faculty member of professional-level staff member in a position related to their career or academic discipline.
- Students are paid a salary and normally work 10-20 hours per week.

Current Undergraduate Assistantship Opportunities

- Available undergraduate assistantships at Library Affairs (Morris Library) are posted below.
- Available undergraduate assistantships are also posted on the jobs bulletin board located south of the Circulation Desk on the 1st floor of Morris Library.
- All employment opportunities for students at SIUC, including opportunities in Library Affairs, are posted online on the SIUC Undergraduate Assistantship office website [2]. Search online for Undergraduate Assistantship opportunities [3] at the Undergraduate Assistantship website.

Current Library Affairs Undergraduate Assistant Positions

- There are currently no open Undergraduate Assistant positions.

Eligibility

- 2.25 cumulative grade point average
- Full-time enrollment each semester
- Meet requirements listed in the position description
- Pass a pre-employment background investigation if the position is security sensitive
- Have not held other Undergraduate Assistantships for a total of 2 years or more
- Are not employed by University Housing as a Resident Assistant
- For more information on eligibility visit the Undergraduate Assistantship website [4].
Instructions for Applicants

- You must **complete a separate application for each position** for which you wish to apply.
- **Complete all sections of the application and include all of the materials requested** in the position description.
- Library Affairs **only accepts applications for the specific positions posted**.
- Any applications submitted when there are no open positions will be discarded.
- Applications with blank "Position Applying For" fields will be discarded.
- Applicants who do not meet the required qualifications outlined in the posted position description will not receive consideration for the position.
- **Applications received after the posted application deadline will not be processed and will not receive consideration for the position.**

Application Form

- [Download the application form (PDF)](#).
- Your completed application should be printed and sent either by campus or U.S. mail to the address listed below, hand-delivered to the Library Affairs Administrative Office in Morris Library Room 290 on the 2nd floor, or sent via email to [apply@siu.edu](mailto:apply@siu.edu).
- **Your application must be completed and turned in to the Library Affairs Administrative Office, and not to anyone else in Library Affairs, to be considered for the position.**
- Printed applications are available Monday through Friday, 8:00am - 4:30pm, from the Library Affairs Administrative Office in Morris Library Room 290 on the 2nd floor.

Eligibility Review / Interview Process

- If there is a contact name listed on the job posting, you may contact that person with questions regarding the position.
- Library Affairs administrative staff and supervisors review applications submitted to determine eligibility and contact those candidates they would like to interview.
- **Completing and sending in an application does not guarantee an interview.**
- **Candidates will only be contacted if they have been selected for an interview.** Candidates not selected for an interview or determined to be ineligible for the position will not be contacted.
- When a position is filled, the job posting is removed from both the Library Affairs website and the Morris Library jobs bulletin board.

Contact Information

[apply@siu.edu](mailto:apply@siu.edu)
Undergraduate Assistantship Applications
Library Affairs Administration Office
Morris Library Room 290 Mailcode 6632
Southern Illinois University Carbondale
605 Agriculture Drive
Carbondale, IL 62901

Attachment links

- Preferred version: http://www.lib.siu.edu/node/152/attachment [7]
- Newest version: http://www.lib.siu.edu/node/152/attachment/newest [8]

Source URL (retrieved on Apr 7 2016 - 8:10pm): http://www.lib.siu.edu/ua

Links:
[6] mailto:apply@siu.edu